Course Section

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Field CS-1: Course Section Code
(Previously Linker)

Submission Date: Fall, Spring, and EOY

Data Entry: Required. You must have prior approval from OCTP Career Pathway consultant before adding a new course to the program. An Additional Course Offering Form must be submitted to OCTP by the district and approval must have been received by the district. Therefore, the CTEIS user should have in hand a copy of this approval prior to entering any additional course number. Please refer to the MDCD web site: www.michigan.gov/mdcd (Click Career Prep, Office of Career and Technical Education, Applications and Guidelines, Career Pathway Guidelines for Planning New Career and Technical Education Programs, Additional Course Offering Forms), for the Additional Course Offering Form and due dates.

Code/Format: User-Defined

Definition: Code used to identify a *section* of an approved CTE *program* course.

There is one record developed for each course section. The record information is carried forward through the end-of-year process and can be continued into the next year.

Information should be updated as necessary.

One course section code record is required for each Coop coordinator for each Coop area, as applicable.

User-defined. Recommend use of same code as in academic master schedule. Each code must be unique to the database.

NOTE: When transferring CTEIS data in DOS over to CTEIS Windows version, linker information will be translated into this field.

Course sections can be added: 1.) To a previously approved program, or 2.) Previously approved course when, 3.) The teacher of this section has certification or annual authorization to teach this course.

Submit request on a MDCD-OCTP form: Additional Course Request.

Common Entry Errors: **If more than one course is being taught within a section a separate course section code needs to be completed for each course.**

Programming Edits: **If code is not unique to the field the system won't accept it.**

Report name in which this field can be found/or is used:	Fall and Spring Enrollment Reports (4483) Added Cost Funding Reports (X0107)
Table name in which this field can be found:	tblClass
Table Field Name:	VCI_ClassCode
Field Length:	20
Field Type:	Alphanumeric
Comparable MEIS-SRSD field:	None

In Mass Enrollment entry screen, can edit Course code by double clicking on the code.

NOTE: For list of approved programs see secondary taxonomy.

Field CS-2: Course Name

Submission Date: **Fall, Spring, and EOY**

Data Entry: **Automatic but modifiable.**
Defaults to state course name (Field 27), but may be modified to reflect LEA course name.

You must have prior approval from OCTP program consultant before adding a new course to a program.

Submit request on a MDCD-OCTP form: Additional Course Request

Code/Format:

Definition: **Name of course as assigned by school district or provided by state.**

Common Entry Errors:

Programming Edits: **No restrictions; for local use only**

Report name in which this field can be found/or is used:	For local use only.
Table name in which this field can be found:	tblClass
Table Field Name:	VCI_ClassName
Field Length:	40
Field Type:	Alphabetic
Comparable MEIS-SRSD field:	None

Field CS-3: Course Section Start Date
(Previously Course Beginning Date)

Submission Date: **Fall & Spring**

Data Entry: **Required for Summer and Special semester section. (Refer to CS-14: Semester for information on special semester.)**

Optional for other course sections; insert actual first day of class.

Code/Format: **Drop Down Box provides Calendar from which to select date**

Definition: **Actual first day of course section instruction. This information is used to determine if student is counted for funding.**

Beginning Month (Field 35) must match the month of start date. The date entered here should be entered before system count date.*

Note: Entry in this field determines if student is counted for Added Cost Funding.

Common Entry Error: **Field 35: BM (Beginning Month) has to be the same as the month in this field.**

Programming Edits: **When report is generated students to be counted in the beginning count must be enrolled on or before the second Wednesday after the course section start date.**

If dates are not entered for summer or special semester sections you will be unable to save record.

Report name in which this field can be found/or is used: Added Cost Funding Report (X0107)

Table name in which this field can be found: tblClass

Table Field Name: VCI_ClassDateBegins

Field Length: 8

Field Type: Numeric

Comparable MEIS-SRSD field: None

***See MDCD-OCTP website for further information on CTEIS system count dates and due dates.**

Field CS-4: Course Section End Date
(Previously Course Ending Date)

Submission Date:	**Fall & Spring**
Data Entry:	**Required for summer and special semester courses. Optional for other courses.**
Code/Format:	**Drop Down Box provides a calendar from which to select a date. Hope**
Definition:	**Actual last day of course section (class). This information is used to determine if student is counted for funding.**
Common Entry Errors:	
Programming Edits:	**When report is generated students to be counted in ending count must still be enrolled as of the second Wednesday prior to the course section end date.**
	If dates are not entered for summer or special semester sections you will be unable to save record.

Report name in which this field can be found/or is used:	Added Cost Funding Report (X0107)
Table name in which this field can be found:	tblClass
Table Field Name:	VCI_ClassDateEnds
Field Length:	8
Field Type:	Numeric
Comparable MEIS-SRSD field:	None

Field CS-5: Course Section Meets – (Start Time)

Submission Date: **NA**

Data Entry: **Optional**

Code/Format: **clock time (am-pm)**
                                                      HH:MM

Definition: **Time of Day course begins**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**   tblClass

Table Field Name: VCI_ClassMeetsStart

Field Length: 6

Field Type: Alphanumeric

Comparable MEIS-SRSD field: None

Field CS-6 : Course Section Meets – (Ending Time)

Submission Date: **NA**

Data Entry: **Optional**

Code/Format: **clock time (am-pm)**
                                  HH:MM

Definition: **Time of day course ends.**

Common Entry Errors:

Programming Edits:

**Report name in which this
Field can be found:**

**Table name in which this
field can be found:**   tblClass

Table Field Name: VCI_ClassMeetsEnd

Field Length: 6

Field Type: Alphanumeric

Comparable MEIS-SRSD field: None

Field CS-7: Course Section Period

Submission Date: **Fall & Spring**

Data Entry: **Required; except for *Coop*.**

Code/Format:

Definition: **Period/hour of school day this course <u>begins</u>, as defined by the school.**

Distinguishes 2 programs being operated by the same instructional staff in the same room at concurrent or overlapping times.

If a course operates multiple non-consecutive hours, enter only the starting period/hour.

Note: Data provided in this field impacts Added Cost Funding.

Common Entry Errors:

Programming Edits: **You will not be able to save this record, if information is not provided (except for Coop)**

Report name in which this field can be found/or is used: Added Cost Funding Report (X0107)

Table name in which this field can be found: tblClass

Table Field Name: VCI_ClassHour

Field Length: 5

Field Type: Numeric

Comparable MEIS-SRSD field: None

Field CS-8: SSN (Instructional Staff)
(Previously Instructor's Social Security Number)

Submission Date: **Fall, Spring, and EOY**

Data Entry: **Required entry for teachers**
Optional for additional staff.

Code/Format: **Drop down box, from which to make a selection of one of the social security numbers of one of the teachers already in the Master List for your district.**

To add someone new who isn't already the drop down box, click the Add New Staff Button.

If SSN not used for additional staff, district assigned number must start with three zeros and must be 9 digits. Dashes are automatically inserted.

Definition: **Social security number of instructional staff teaching or assisting in this course section. Real SSN required for teachers but additional staff may have a district made number that starts with three zeros, and is 9 digits long. (e.g. 000111111, 000111112)**

Note: Data provided in this field impacts Added Cost Funding.

Common Entry Errors: **Failure to update from one school year to the next. Incorrect teacher name is listed as instructing the program. Failure to update information when there is staff turn-over and when teachers are no longer certified.**

Programming Edits: **If information not provided, record won't save.**

Report name in which this field can be found/or is used: Fall and Spring Enrollment Reports (4483)

Added Cost Funding Report (X0107)

Approved New Program Status Report

MDCD-OCTP Teacher Database

Table name in which this field can be found:

Table Field Name:

Field Length: 9

Field Type: Numeric

In blank rows, a drop down box provides previously entered instructional SSN and instructors name

Comparable MEIS-SRSD field: None

Field CS-9: Name (Instructional Staff)

Submission Date: **Fall, Spring, and EOY**

Data Entry: **Required**

Code/Format: **Using the SSN drop down box this field is automatically filled in. If a new instructional staff is to be added, use "Add New Staff" button Field CS-12.**

Definition: **Name of instructional staff teaching or assisting in this course section**

Common Entry Errors: **Failure to update from one school year to the next. Incorrect teacher name is listed as instructing the program. Failure to update information when there is staff turnover and when teachers are no longer certified.**

Programming Edits:

Report name in which this field can be found/or is used: Fall and Spring 4483 Enrollment Report

MDCD-OCTP Teacher Database

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type: Alphanumeric

Comparable MEIS-SRSD field: None

Field CS-10: CTE Certified (Instructional Staff)

Submission Date: **Fall, Spring, and EOY**

Code/Format: **True or False**
          Default Code: False

Data Entry: **Using the SSN drop down box this field is automatically filled in. If a new instructional staff is to be added, use "Add New Staff" button Field CS-12.**

Definition: **True – The instructional staff person has been approved by the state under for one of the following:**

- **State secondary certification with a voc endorsement- to teach the program for which they are endorsed.**

- **Annual Vocational Authorization**

          False – the instructional staff person has not been approved by the MDE for any of the above.

          For Coop purposes, the primary instructor must be certified.

          For more information see Appendix E. It is also available on MDE website. Search www.michigan.gov/mde for profession preparation, teacher certification. Rules laws policies.: http://meis.mde.state.mi.us/teachercert/sr_teacerts.asp

Common Entry Errors: **Each CTE program has different requirements related to certification and authorization with endorsement for questions directed to a specific program, please contact the MDCD-OCTP program consultant for that program area.**

          Failure to update information when there is staff turnover and when teachers are no longer certified.

Programming Edits:

Report name in which this field can be found/or is used: Approved New Program Status Report

          Added Cost Funding Report (X0107)

          Fall and Spring Enrollment Reports (4483)

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type: Alphanumeric

Comparable MEIS-SRSD field: None

Field CS-11: Type (Instructional Staff)

Submission Date:	**Fall, Spring, and EOY**
Data Entry:	**Required**
Code/Format:	**A.FT Additional Full Time (Parapro/Aide)**
	A.PT Additional Part Time (Parapro/Aide)
	P Primary (Primary Instructor)
	S.FT Secondary Full Time (Secondary CTE Teacher)
	S.PT Secondary Part Time (Secondary CTE Teacher)

Default Code (if left blank) – Primary ONLY if no other instructor listed

Definition:

The status of the instructional staff and the amount of time spent in this course session. This is not to be confused with full time/part time employment within the district.

Primary – The instructor who is responsible for developing the instruction plans and teaching the program. This person must have a teaching certificate and needs to be vocationally certified.

Secondary Full Time - Addition instructor who assist with instruction for the entire duration of the section. This person must have a teaching certificate and needs to be vocationally certified.

Secondary Part Time – Additional instructor who assists with instruction for part of the duration of the section. This person must have a teaching certificate and need to be vocationally certified.

Additional Full Time – Any instructor or aide or paraprofessional who assist with instruction for the entire duration of the section. This does not include a student aid, a parent, or a student teacher even if they are paid. (See paraprofessional definition in Appendix A)

Additional Part Time - Any instructor or aide or paraprofessional who assist with instruction for part of the duration of the section. This does not include a student aid, a parent, or a student teacher even if they are paid. (See paraprofessional definition in Appendix A)

Common Entry Errors: **A student instructor cannot be counted in this area.**

Programming Edits: **If field left blank and two instructional staff persons are listed, it will produce an error.**

Report name in which this field can be found/or is used: Added Cost Funding Report (X0107)

Fall and Spring Enrollment Reports (4483)

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type: Drop Down Box

Comparable MEIS-SRSD field: None

Field CS-12: Add New Staff (Button)
(Previously Additional Staff)

Submission Date: **Fall, Spring, and EOY**

Data Entry: **Required entry if applicable**

Code/Format: **Command Button**

Definition: **This field is used to enter information about a new instructor, additional instructor and/or aide in the classroom. On this screen you will enter the SSN, the fist name, last name, title, and certification information. This will add the person to the master list.**

                                         Please refer to the User Help Menu to use this button.

                                         Count only additional certified teachers and teacher aides who actually assist in the classroom. Do not count student teachers, student aides (paid or unpaid), or counselors.

                                         The number of staff in a course may increase the number of students for which you may receive funding.

                                         If the additional staff person is a vocationally certified instructor, a letter must be submitted with the Fall and Spring Semester Enrollment Reports (4483) indicating the name and social security number of the instructor and the specific class section they are assisting. Otherwise, the additional staff will be assumed to be an aide(s).

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used: User Defined:
                                                    Instructional Staff

Table name in which this field can be found:

Table Field Name:

Field Length: 3

Field Type: Numeric

Comparable MEIS-SRSD field: None

Field CS-13: Delete Staff (Button)

Submission Date: **Fall, Spring, and EOY**

Data Entry:

Code/Format: **Command Button**

Definition: **Pressing this button deletes the highlighted instructional staff from the course section. It <u>does not</u> delete the instructor from the master list.**

A decrease in the number of staff in a course may decrease the number of students for which you may be eligible to receive funding.

Common Entry Errors:

Programming Edits: **User mistakenly assumes that using the deletion button removes the teacher from the master list.**

Report name in which this field can be found/or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type: Alphanumeric

Comparable MEIS-SRSD field: None

Field CS-AA: Modify Staff (Button)

Submission Date: **Fall, Spring, and EOY**

Data Entry:

Code/Format: **Command Button**

Definition: **This button allows you to modify existing information in the master list of staff. First highlight the line of the instructor you would like to modify and click the modify staff button and you can change their information as need be.**

                                           It also changes the instructor's information in all course sections in which the instructor is identified.

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type: Alphanumeric

Comparable MEIS-SRSD field: None

Field CS-14: Semester

Submission Date: **Fall & Spring**

Data Entry: **Required - Automatic but modifiable One digit field automatically entered based on beginning month (Field CS-35: BM) and number of weeks (Field CS-17: Number of Weeks).**

Code/Format:

1 – 1st semester
2 – 2nd semester
3 – Full Year
4 – Summer
5 – Special Semester

Definition: **The semester of the school year in which this section is offered.**

This field is <u>critical</u> to the 4483 enrollment reports. It determines which beginning month and number of weeks are valid. It also determines if other fields such as course section beginning date, course section ending date, and estimated beginning enrollment are required. This impacts added cost funding.

The semester code also determines the appropriate OCTP reporting cutoff dates used for this class.

<u>1-1st semester</u> – Indicates a course that runs 18-22 weeks and begins in the month of August or September, on or before the 4th Wednesday count date.

<u>2-2nd semester</u> – Indicates a course that runs 18-22 weeks and begins after the 1st count date.

A semester code of "2" requires entry of an estimate in Field 15: Estimated Beginning Enrollment.

It is important that a course section record is setup for each course that will begin in the second semester. This is a projection of how many students will begin the class. It is important to note that CTEIS <u>will not</u> show students who you may have already entered with second semester course section codes on the 4483A report. Instead the 4483A uses the estimated beginning enrollment you entered.

<u>3-Full year</u> – A course that runs 36-44 weeks and begins in the month of August or September.

4-Summer – **A course that begins in the month of June, July, or August and runs for the rest of the summer months only. The number of weeks varies depending on the each location. This code requires completion of the Field 3: Course Section Beginning Date and Field 4: Course Section Ending Date fields.**

5-Special Semester – **A course section that runs less than the length of a normal semester (<18 weeks). This code requires entry of the course beginning date and course ending date fields. (i.e. quarters, trimesters)**

Common Entry Errors: **An incorrect entry in this field or in Student Data - Enrollment fields, Field E-2: Entered or Field E-3: Exited, removes a student from being counted in an enrollment report.**

Programming Edits: **If a student's enter and exit date don't match up with semester you will get an error – out of range- and will not be able to exit the screen.**

**Report name in which this
field can be found/or is used:**   Fall and Spring enrollment Reports (4483)

Carl D. Perkins and Technical Education Act of 1998
Consolidated Annual Performance Reports

Added Cost Funding Report (X0107)

**Table name in which this
field can be found:**   tblClass

Table Field Name: VCIK_Semester

Field Length: 1

Field Type: Drop down box

Comparable MEIS-SRSD field: None

Field CS-15: Estimated Beg Enrollment

Submission Date: **Fall**

Data Entry: **Required entry for courses beginning after the Fall first fourth Wednesday cut off date.**
(Field CS-14: Semester indicates the semester as 2 (second semester) or 5 (special semester)

                                                  Field is disabled if course begins prior to count.

Code/Format:

Definition: **Number of students estimated to be enrolled in classes beginning after First Fourth Wednesday; value is reported on 4483A, Enrollment Report.**

                                                  Estimate can be based on previous year's enrollment within the course or upon pre-enrollment registration.

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used: Fall and Spring Enrollment Reports (4483)

                                                    Added Cost Funding Report (X0107)

Table name in which this field can be found: tblClass

Table Field Name: VCI_EstBegEnrollment

Field Length: 2

Field Type: Numeric

                                                    Disabled field if Beginning Month is prior to the first fourth Wednesday cut off date.

Comparable MEIS-SRSD field: None

Field CS-16: Course Type

Submission Date: **Fall & Spring**

Data Entry: **Required**

Code/Format: **Drop Down Box –**

                                1 – Regular
                                2 – Extended Day
                                3 – Extended Year

                                Default: 1 – Regular

Definition: **1 – Regular. Course section meets during the regular school day hours of operation.**

                                2 - Extended Day. Course section meets at least 2/3 of the time before or after the regular school day. Eighty percent of course related labs are used during the regular school day

                                3 - Extended Year. Course section meets during the summer and meets the criteria for extended day.

                                Note: Training agreement should specify if work occurs on school holidays and/or weekends.

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**   Fall and Spring Enrollment Reports (4483)

**Table name in which this
field can be found:**   tblClass

Table Field Name: VCIK_CourseType

Field Length: 1

Field Type: Numeric

Comparable MEIS-SRSD field: None

Field CS-17: Number of Weeks

Submission Date: **Fall and Spring**

Data Entry: **Required minimum number of weeks.**

Code/Format: **Numerical (##)**

Definition: **Number of weeks the class is in session.**

They should reflect the actual number of weeks a course section is in session.

To determine the number of weeks, determine the total number of days course section is in session and divide by 5. Do not include holidays and other day's courses are not in session.

For Co-op coordination, this field represents the number of weeks Coop coordination is provided for students enrolled in an approved CTE program.

Note: It is extremely important that these fields be accurate as they are an integral part of determining the funding for this course section.

Plea se refer to New Program Guidelines. They can also be found on the web at : http://www.michigan.gov/mdcd/0,1607,7-122-1680_2629_2733---,00.html

Common Entry Errors: **Number of weeks entered does not match Field-CS 14: Semester.**

Programming Edits: **If number of weeks entered is out of range for the chosen, Field CS:14-Semester, the record will not save.**

Report name in which this field can be found/or is used:

 Fall and Spring Enrollment Reports (4483)

Added Cost funding Report (X0107)

Enrollment and Termination Report (4301)

Carl D. Perkins and Technical Education Act of 1998, Consolidated Annual Report

Table name in which this field can be found: tblClass

Table Field Name: VCI_NumberOfWeeks

Field Length: 2

Field Type: Numeric

Comparable MEIS-SRSD field: None

Field CS-18: Minutes per Week

Submission Date: **Fall & Spring**

Data Entry: **Required. Minimum number of minutes per week is 200 except for Co-op sections.**

Co-op coordinators must spend a minimum of 15 minutes per student per week.

Code/Format: **Numeric, ####**

Definition: **For *regular* courses: The actual minutes per week that the course section is in session: the instructional time for the course section.**

This information is used to determine funding for each course section.

For *Coop* sections only: The minutes per week that the coordinator spends coordinating Coop students.

Formula to determine the minutes per week to report for each class Coop course section taught by a specific instructor (Note: This formula is needed only when an instructional staff is coordinating more than one CTE Coop course section.):

1.   Total ALL minutes per week (MPW) that an instructor spends coordinating Coop students.

2.   Total the number of Coop students (NCS) that this instructor coordinates.

3.   Divide the total minutes per week (MPW from Step 1) by the total number of Coop students (NCS from Step 2) to produce minutes per week/per student. (MPWPS)

$$MPW \div NCS = MPWPS$$

4.   *For each Coop course section that this instructor coordinates, multiply the minutes per week/per student (MPWPS from Step 3) times the number of Coop students in that course section, to determine the minutes per week for each specific section. ONLY FOR MORE THAN ONE CLASS.*

For Course Section A: MPWPS   x   NCS in course section A

For Course Section B: MPWPS   x   NCS in course section B

Revised: 01/27/2003

Common Entry Errors: **Formula is not used when instructor teaches more than one course section.**

Programming Edits: **For *non-Coop* course sections*:* Must be a minimum of 200 minutes per week. You will not be able to save record if this does not meet the above requirements.**

                                      For *Coop* course sections: Must be greater than 0 minutes per week..

Report name in which this field can be found/or is used: Fall and Spring Enrollment Reports (4483)

                                      Added Cost Funding Report (X0107)

                                      Carl D. Perkins and Technical Education Act of 1998, Consolidated Annual Performance Report

Table name in which this field can be found: tblClass

Table Field Name: VCI_MinutesPerWeek

Field Length: 4

Field Type: Numeric

Comparable MEIS-SRSD field: None

Field CS-19: Room Number

Submission Date: **Fall & Spring**

Data Entry: **Required**

Code/Format:

Definition: **Room number in which the course is taught, as determined by school district. If the course is taught 100% site-based then enter "Site". If course is taught partially site-based, then use the room number.**

                                           If the room for the program has changed from the room provided during the new program process, the appropriate MDCD-OCTP consultant must be advised of the change when it occurs.

Common Entry Errors:

Programming Edits: **Room is same as the room indicated in the new program approval process. It must be approved by the appropriate MDCD-OCTP consultant.**

Report name in which this field can be found/or is used: Office for Civil Rights Compliance and Monitoring Report

Table name in which this field can be found: tblClass

Table Field Name: VCI_RoomNumber

Field Length: 5

Field Type: Numeric

Comparable MEIS-SRSD field: None

Field CS-20: Use Enrollment Line Only

(FCS only)

This field applies only to *Family and Consumer Science* (FCS) Education courses that are not parenthood (02) and is only accessible when CIP is 19.0101 and the course code is <u>not</u> "02".

Submission Date: **Fall, Spring, and EOY**

Data Entry: **Required for all FCS courses (other than 02 – Parenthood.)**

Code/Format: **√-Yes. Course enrollment totals will be entered in the Enrollment boxes located just above the menu at the bottom of the screen.**

Blank – No. Students are individually enrolled in each of the courses and the system will tabulate the totals. This would be the preferred method <u>if</u> data is imported from the district database.

Default - √-Yes

Definition: **√-Yes - This check box unlocks the fields, Field CS-21: Beg through Field CS-26: Female so that the user can enter total enrollment for each course section. This field applies to FCS/LME 19.0101, courses "03" through "09" (all courses except Parenthood "02")***

Blank – No – Individual data is entered through the student enrollment section.

Individual student enrollment records are <u>not</u> required. Enter totals only.

Common Entry Errors: **Supercedes any individual student data imported therefore, if individual student data was imported or entered manually for all FCS courses and "Use Enrollment Line Only" box was checked none of the student's data will show.**

Entering only parenthood class enrollment. Omitting other FCS course enrollment totals.

Programming Edits: **There is no edit, however this can negatively impact Added Cost funding for Parenthood.**

Report name in which this field can be found/or is used: Fall and Spring Enrollment Reports (4483)

Added Cost Funding Report (X0107)

Added Cost Expenditure Report (4033)

**Table name in which this
field can be found:**   tblclass

Table Field Name: VCI_UELO

Field Length: 1

Field Type: Check Box

Comparable MEIS-SRSD field: None

*For further information refer to Appendix N.

Field CS-21: Beg

(FCS Only)

Submission Date: **Fall & Spring**

Data Entry: **1.) Automatic display: for all program course sections except for those entered by using the check box (FCS 19.0101, course "03" through "09" (non-parenthood)).**
2.) Required: If Field CS-20: "Use Enrollment Only" box is checked then entry is required.

Code/Format:

Definition: **1.) <u>When Automatic display</u>: total beginning enrollment of course section is automatically calculated and shown in gray. Any change made to this enrollment count must be made through the CTEIS individual student enrollment screen.**

2.) <u>When required</u>: Enter the total beginning enrollment for course section.

> **If Field CS-14: Semester is "1", "3", or "4", there are two options:**
>
> > **Option 1: When Field CS-20: "Use Enrollment Line Only" is checked, enter the actual total beginning enrollment of the course section or;**
> >
> > **Option 2: Enroll each student in the course section using the CTEIS individual student Enrollment screen. The system will automatically tabulate and enter the sum.**
>
> **If Field CS-14: "Semester" is "2" or "5", then no entry is required. Estimated beginning enrollment will be automatically entered by the system, when the state report 4483A is run.**

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used: Fall and Spring Enrollment Reports (4483)

Table name in which this field can be found: tblClass

Table Field Name: VCI_EnrBeg

Field Length: 2

Field Type: Numeric

Comparable MEIS-SRSD field: None

Field CS-22: End

Submission Date: **Fall & Spring**

Data Entry: **1.) Automatic display: for all program course sections except for those entered by using the check box (FCS 19.0101, course "03" through "09" (non-parenthood)).**
2.) Required: If Field CS-20: "Use Enrollment Only" box is checked then entry is required.

Code/Format:

Definition: **1.) When Automatic display: total beginning enrollment of course section is automatically calculated and shown in gray. Any change made to this enrollment count must be made through the CTEIS individual student enrollment screen.**

                                    2.) When required: Enter the total beginning enrollment for course section.

                                           If Field CS-14: Semester is "1", "3", or "4", there are two options:

                                                  Option 1: When Field CS-20: "Use Enrollment Line Only" is checked, enter the actual total beginning enrollment of the course section or;

                                                  Option 2: Enroll each student in the course section using the CTEIS individual student Enrollment screen. The system will automatically tabulate and enter the sum.

                                           If Field CS-14: "Semester" is "2" or "5", then no entry is required. Estimated beginning enrollment will be automatically entered by the system, when the state report 4483A is run.

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used: Fall and Spring Enrollment Reports (4483)

                                    Added Cost Expenditure Report (4033)

Table name in which this field can be found: tblClass

Table Field Name: VCI_EnrEnd

Field Length: 2

Field Type: Numeric

Comparable MEIS-SRSD field: None

Field CS-23: Dsb (Disabled)

(Previously handicapped)

Submission Date:	**Fall & Spring**

Data Entry:

1.) Automatic display: for all program course sections except for those entered by using the check box (FCS 19.0101, course "03" through "09" (non-parenthood)).
2.) Required: If Field CS-20: "Use Enrollment Only" box is checked then entry is required.

Code/Format:

Definition:

An individual with a physical or a mental impairment that substantially limits one or more of the major life activities of such individual, an individual with a record of such an impairment, or an individual regarded as having such an impairment. And who requires special services and/or assistance to succeed in a career and technical education program. Please refer to Appendix A.

1.) When Automatic display: total beginning enrollment of course section is automatically calculated and shown in gray. Any change made to this enrollment count must be made through the CTEIS individual student enrollment screen.

2.) When required: Enter the total beginning enrollment for course section.

> **If Field CS-14: Semester is "1", "3", or "4", there are two options:**
>
> > **Option 1: When Field CS-20: "Use Enrollment Line Only" is checked, enter the actual total beginning enrollment of the course section or;**
> >
> > **Option 2: Enroll each student in the course section using the CTEIS individual student Enrollment screen. The system will automatically tabulate and enter the sum.**
>
> **If Field CS-14: "Semester" is "2" or "5", then no entry is required. Estimated beginning enrollment will be automatically entered by the system, when the state report 4483A is run.**

Common Entry Errors: **Number in field exceeds total enrolled in course.**

Programming Edits:

Report name in which this field can be found/or is used:	Fall and Spring Enrollment Reports (4483)
	Enrollment and Termination Report (4301)
Table name in which this field can be found:	tblClass
Table Field Name:	VCI_EnrHan
Field Length:	2
Field Type:	Numeric
Comparable MEIS-SRSD field:	None

Field CS-24: Dsv (Disadvantaged)

Submission Date: **Fall & Spring**

Data Entry: **1.) Automatic display: for all program course sections except for those entered by using the check box (FCS 19.0101, course "03" through "09" (non-parenthood)).**
2.) Required: If Field CS-20: "Use Enrollment Only" box is checked then entry is required.

Code/Format:

Definition: **<u>Academically Disadvantaged</u> – A student:**
- **Whose secondary school grades are below 2.0 on a 4.0 scale, or**
- **Who fails to attain minimum academic competencies, or**
- **Who has dropped out of school and enrolled in an alternative education program for academic reasons AND who requires assistance to succeed in a vocational technical education program.**

<u>Economically Disadvantaged</u> – At the secondary level, an economically disadvantaged student is one
- **Whose family income is at or below the national poverty level, or**
- **Whose family receives public assistance, or**
- **Who qualifies for the free or reduced school lunch program, or**
- **Who participates in a federally or state funded program for economically disadvantaged youth,**

AND who requires special services and/or assistance in order to succeed in a career and technical education program.

1.) When Automatic display: total beginning enrollment of course section is automatically calculated and shown in gray. Any change made to this enrollment count must be made through the CTEIS individual student enrollment screen.

2.) When required: Enter the total beginning enrollment for course section.

If Field CS-14: Semester is "1", "3", or "4", there are two options:

Option 1: When Field CS-20: "Use Enrollment Line Only" is checked, enter the actual total beginning enrollment of the course section or;

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Option 2: Enroll each student in the course section using the CTEIS individual student Enrollment screen. The system will automatically tabulate and enter the sum.

If Field CS-14: "Semester" is "2" or "5", then no entry is required. Estimated beginning enrollment will be automatically entered by the system, when the state report 4483A is run.

Common Entry Errors: **Number in field exceeds total enrolled in course.**

Programming Edits:

Report name in which this field can be found/or is used:

Table name in which this field can be found: tblClass

Table Field Name: VCI_EnrDis

Field Length: 2

Field Type: Numeric

Comparable MEIS-SRSD field: None

Field CS-25: LEP (Limited English Proficiency)

Submission Date: **Fall & Spring**

Data Entry: **1.) Automatic display: for all program course sections except for those entered by using the check box (FCS 19.0101, course "03" through "09" (non-parenthood)).**
2.) Required: If Field CS-20: "Use Enrollment Only" box is checked then entry is required.

Code/Format:

Definition: **A secondary school student, or an out of school youth who has limited ability in speaking, reading, writing, or understanding the English language, and1.) Whose native language is a language other than English, or 2.) Who lives in a family or community environment in which a language other than English is the dominant language.**

1.) When Automatic display: total beginning enrollment of course section is automatically calculated and shown in gray. Any change made to this enrollment count must be made through the CTEIS individual student enrollment screen.

2.) When required: Enter the total beginning enrollment for course section.

If Field CS-14: Semester is "1", "3", or "4", there are two options:

Option 1: When Field CS-20: "Use Enrollment Line Only" is checked, enter the actual total beginning enrollment of the course section or;

Option 2: Enroll each student in the course section using the CTEIS individual student Enrollment screen. The system will automatically tabulate and enter the sum.

If Field CS-14: "Semester" is "2" or "5", then no entry is required. Estimated beginning enrollment will be automatically entered by the system, when the state report 4483A is run.

Common Entry Errors: **Number in field exceeds total enrolled in course.**

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:** tblClass

Table Field Name: VCI_EnLEP

Field Length: 2

Field Type: Numeric

Comparable MEIS-SRSD field: None

Field CS-26: Female

Submission Date: **Fall & Spring**

Data Entry: **1.) Automatic display: for all program course sections except for those entered by using the check box (FCS 19.0101, course "03" through "09" (non-parenthood)).**
2.) Required: If Field CS-20: "Use Enrollment Only" box is checked then entry is required.

Code/Format:

Definition: **1.) When Automatic display: total beginning enrollment of course section is automatically calculated and shown in gray. Any change made to this enrollment count must be made through the CTEIS individual student enrollment screen.**

2.) When required: Enter the total beginning enrollment for course section.

> **If Field CS-14: Semester is "1", "3", or "4", there are two options:**
>
> > **Option 1: When Field CS-20: "Use Enrollment Line Only" is checked, enter the actual total beginning enrollment of the course section or;**
> >
> > **Option 2: Enroll each student in the course section using the CTEIS individual student Enrollment screen. The system will automatically tabulate and enter the sum.**
>
> **If Field CS-14: "Semester" is "2" or "5", then no entry is required. Estimated beginning enrollment will be automatically entered by the system, when the state report 4483A is run.**
>
> **NOTE: Male count is derived by the calculation of Field CS-21:Beg minus Field CS-26: Female.**

Common Entry Errors: **Number in field exceeds total enrolled in course.**

Programming Edits:

Report name in which this field can be found/or is used:

Table name in which this field can be found: tblClass

Table Field Name: VCI_EnrFem

Field Length: 2

Field Type: Numeric

Comparable MEIS-SRSD field: None

Field CS-27: State Course Name

Submission Date: **Fall, Spring, and EOY**

Data Entry: **Automatic – For Informational Purposes Only**

Code/Format: **Not Applicable**

Definition: **Standard course name assigned by MDCD-OCTP.**

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used: Fall and Spring Enrollment Reports (4483)

Enrollment and Termination Reports (4301)

Carl D. Perkins and Technical education Act of 1998, Consolidated Annual Performance Report

Office for Civil Rights Compliance and Monitoring Report

Added Cost Funding Report (X0107)

Table name in which this field can be found: tblclass

Table Field Name: VCI_StateName

Field Length: 40

Field Type: Alphabetic

Comparable MEIS-SRSD field: None

Field CS-28: CEPD
(Career Education Planning District)

Submission Date: **Fall, Spring, and EOY**

Data Entry: **Automatic for approved PSNs** *(Program Serial Number)*

Code/Format: **Career Education Planning District (1-53)**

Definition: **Two digit number which designates the Career Education Planning District**

                                                      The name of the ISD identified, as the fiscal agency for the CEPD will be displayed upon selection.

Common Entry Errors:

Programming Edits: **OCTP Approved**

CAREER EDUCATION PLANNING DISTRICTS

Report name in which this field can be found/or is used:

Table name in which this field can be found: tblClass

Table Field Name: VCI_CEPI

Field Length: 2

Field Type: Numeric

Comparable MEIS-SRSD field: None

Field CS-29: Fiscal Agency

Submission Date: **Fall, Spring, and EOY**

Data Entry: **Automatic for approved PSNs**

Code/Format: **Display only**

Definition: **The state-defined five-digit number that identifies the education agency or ISD responsible for the financial activities and use of the State Aid - Added Cost funds.**

                              Refer to CEPI – SRSD website: School Master Code http://meis.cepi.state.mi.us/scm/

Common Entry Errors:

Programming Edits: **District receiving funding. Fiscal agency cannot change without MDCD-OCTP approval.**

Report name in which this field can be found/or is used: Fall and Spring Enrollment Reports (4483)

                              Added Cost Funding Report (X0107)

                              Added Cost Expenditure Report (4033)

                              Enrollment and Termination Report (4301)

Table name in which this field can be found: tblClass

Table Field Name: VCI_FiscalAgency

Field Length: 5

Field Type: Numeric

Comparable MEIS-SRSD field: None

Field CS-30: Operating Agency

Submission Date: **Fall, Spring, and EOY**

Data Entry: **Automatic for approved PSNs**

Code/Format: **NA – Display only.**

Definition: **The state-defined five-digit number that identifies the local educational agency operating the CTE program. District where course is taught**

Common Entry Errors:

Programming Edits: **OCTP Approved**

Report name in which this field can be found/or is used: Fall and Spring Enrollment Reports (4483)

Added Cost Funding Report (X0107)

Added Cost Expenditure Report (4033)

Enrollment and Termination Report (4301)

Office for Civil Rights Compliance and Monitoring Report

Table name in which this field can be found: tblClass

Table Field Name: VCI_OperatingAgency

Field Length: 5

Field Type: Numeric

Comparable MEIS-SRSD field: None

Field CS-31: Operating Building

Submission Date: **Fall, Spring, and EOY**

Data Entry: **Automatic for approved PSNs**

Code/Format: **Building codes can be found on the MEIS website: http://meis.cepi.state.mi.us/scm/ or search www.michigan.gov/cepi for School Code Master**

                                    Contracted programs have a building number of "00000".

Definition: **The state-defined five-digit number of building/facility in which the approved CTE program is physically located and course is taught.**

                                    NOTE: MDCD-OCTP must be notified if a program or course is physically moved, or there are plans to move it, from one building to another. The operating building number and the PSN will need to change in the data system.

Common Entry Errors: **Course is not being taught in building listed.**

Programming Edits: **Must be MDCD-OCTP Approved**

Report name in which this field can be found/or is used: Fall and Spring Enrollment Reports (4483)

                                    Added Cost Funding Report (X01070

                                    Enrollment and Termination Report (4301)

                                    Office for Civil Rights Compliance and Monitoring Report

Table name in which this field can be found: tblClass

Table Field Name: VCI_OperatingBuilding

Field Length: 5

Field Type: Numeric

Comparable MEIS-SRSD field: None

Field CS-32: PSN (Program Serial Number)

Submission Date: **Fall, Spring, and EOY**

Data Entry: **1.) Automatic for established program courses.**
                                2.) Required for new LTCS programs.

Code/Format: **1.) MDCD-OCTP assigned.**

                                **2.) For NEW LTCS (Less Than Class Size) – Only for new
                                LTCS programs that have yet to be assigned a PSN. A new
                                CSC will need to be set up and assigned. Refer to Add CSC
                                Screen by:**
                                - ➢ **Exiting this screen**
                                - ➢ **Click "Add"**
                                - ➢ **Click "Add Temporary CSC" and continue**

Definition: **Program Serial Number (PSN), a unique number assigned to a new
                                program that identifies the CEPD, District, Bldg, and CIP Code in
                                which a program is located. Usually if the CEPD, District,
                                Building, and CIP code changes this code changes as well.**

                                **NOTE: If the program, district, or building changes (or
                                there are plans to change any of these items) MDCD-OCTP
                                must be notified immediately so that proper adjustments can
                                be made within the system.**

Common Entry Errors:

Programming Edits: **Proper entry on the PSN will automatically trigger the
                                automatic entry of all CTE approved information.**

**Report name in which this
field can be found/or is used:**   Fall and Spring Enrollment Reports (4483)

                                     Added Cost Funding Report (X0107)

                                     Added Cost New Program Report

                                     Added Cost Expenditure Report (4033)

                                     Enrollment and Termination Report (4301)

                                     Annual Follow-up of CTE Program Completers

**Table name in which this
field can be found:**   tblClass

Table Field Name: VCI_PSN

Field Length: 5

Field Type: Numeric

Comparable MEIS-SRSD field: None

Field CS-33: CIP (Classification of Instructional Program)

Submission Date: **Fall, Spring, and EOY**

Data Entry: **Automatic for approved PSNs**

Code/Format:

Definition: **A standard six-digit code assigned to each approved CTE program. CIP codes identify the instructional content. A list of the available standard CIP Codes is available on MCDC-OCTP website www.michigan.gov/mdcd. , then click career preparation, click Office of Career and Technical Preparation, then click Federal and State Funding, the click State School Aid 61A.**

           Refer to Appendix N.

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used:

Table name in which this field can be found: tblClass

Table Field Name: VCI_CIP

Field Length: 6

Field Type: Numeric

Comparable MEIS-SRSD field: None

Field CS-34: CN (Course Number)

Submission Date: **Fall, Spring, and EOY**

Data Entry: **Required -Automatic for state-defined standard courses. User-defined for others, using the following numeric sequence.**

Code/Format:

- **01-30 Regular CTE program courses and regular class size contracted courses.**
- **31-39 Technical Academy course**
- **51-99 Less Than Class Size courses**

Definition: **Two-digit number assigned and used to identify a course.**

For programs with state-defined course names and numbers, only the course numbers listed on the website.

For programs with no state-defined standard course names, course numbers from 01-40 may be assigned by the local agency.

NOTE: Course numbers cannot be changed on the CTEIS Course Section Entry screen. To change CN, click on the <u>Transfer Section</u> button located on top right of the course section entry screen.

Common Entry Errors: **User assigns an incorrect course number. (e.g. 51 assigned to a regular size course, with more than 5 students, rather than a regular size class number.)**

Programming Edits: **MDCD-OCTP Approved**

Report name in which this field can be found/or is used: Fall and Spring Enrollment Reports (4483)

Enrollment and Termination Report (4301)

Table name in which this field can be found: tblClass

Table Field Name: VCI_CourseNumber

Field Length: 2

Field Type: Numeric

Comparable MEIS-SRSD field: None

Field CS-35: BM (Beginning Month)

Submission Date: **Fall, Spring, and EOY**

Data Entry: **Automatic for approved PSNs**

Code/Format: **Display only.**

Definition: **2-digit code for the month in which program begins.**

For special semester and second semester classes, beginning month must match the CS-3: Start Date.

NOTE: To change BM, click on the <u>Transfer Section</u> button on top right of the course section entry screen.

Note: Entry in this field determines if student is counted for Added Cost Funding.

Common Entry Errors: **For special semester and second semester classes, beginning month do not match the course section start date.**

Programming Edits:

Report name in which this field can be found/or is used: Fall and Spring Enrollment Reports (4483)

Carl D. Perkins and Technical Education Act of 1998 Consolidated Annual Performance Report

Table name in which this field can be found: tblClass

Table Field Name: VCI_BeginningMonth

Field Length: 2

Field Type: Numeric

Comparable MEIS-SRSD field: None

Field CS-36: SN (Section Number)

Submission Date: **Fall, Spring, and EOY**

Data Entry: **Automatic for approved PSNs**

Code/Format: **Automatically assigned. Can't be changed.**

Definition: **Two digit consecutively assigned state number. System automatically assigns a section number based on course and beginning month. It is possible that the state-assigned number may not match the section number assigned at the local level.**

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used: Fall and Spring Enrollment Reports (4483)

           Added Cost Funding Reports (X0107)

Table name in which this field can be found: tblClass

Table Field Name: VCI_SectionNumber

Field Length: 2

Field Type: Numeric

Comparable MEIS-SRSD field: None

Field CS-37: WE/LME/COOP

(Wage Earning/Life Management/COOP)

Submission Date: **Fall, Spring, and EOY**

Data Entry: **Automatic for approved PSNs**

Code/Format: **W - Wage Earning**
L - Life Management Education
C – COOP

Definition: **W - Wage-Earning**

A wage-earning program is a Career and Technical Education occupational preparation program that prepares students for successful career entry, advancement and/or continuing education with transferable skills that are transferable as well as job specific. CTE wage-earning occupational programs include Agri-science and Natural Resources, Allied Health Technologies, Business Services and Technology, Child & Adult Care Services (CIP 20), Cosmetology, Hospitality & Food Services, Marketing Education, and Trade and Industry.

These programs include classroom and laboratory experiences and work-based instruction that is competency-based. Instructional delivery for these programs includes regular instructional delivery (classroom), Less-Than-Class-Size, or Contracted.

A <u>Less-Than-Class-Size</u> (LTCS) program provides an opportunity for schools to test or pilot a unique program in their areas or to deliver a program not already available through existing career and technical education by using the local business community as an instructional site. A LTCS program can also provide a program to a student who, because of his/her unique circumstance, cannot take advantage of a program available through the regular CTE offerings. This program is aligned with the student's education development plan and is based on predetermined goals, objectives, tasks, and curriculum developed by the participating education agency, contractor, and approved by the OCTP.

A <u>Contracted</u> program is provided within and by a private or public secondary and postsecondary school, business or industry in accordance with a written contractual agreement.

L - Family and Consumer Science (FCS) (CIP 19)
 (formerly, Life Management Education (LME))

Career and Technical Education occupational preparation programs that provide students the opportunity to develop knowledge and skills to become contributing members of society and function in multiple roles in day-to-day living and employment throughout their life cycle.

To be approved and eligible for state funding, FCS programs must operate a minimum of four different one-semester courses (one must be Parenthood Education) or two full year courses (Parenthood education must be one of the courses offered). The programs must also reflect Michigan FCS standards and benchmarks.

02 - Parenthood
03 - Personal Living
04 - Consumer Economics Education
 06 - Essential Health and Living Skills
07 - Family Living
08 - Nutrition Education
09 - Balancing Work and Family

C - Cooperative Education (Co-Op)

When used in Career and Technical Education, the term "Cooperative Education" means a method of instruction for individuals, who, through written cooperative arrangements between the school and employers, receive instruction, including required academic courses and related career and technical instruction, by combining study in school with a part-time job. The two experiences (i.e. school and work) must be planned and supervised by the school and employers so that each contributes to the student-learner's education and to his or her employment. Work is scheduled cooperatively with school attendance for half days or other periods of time appropriate to meet the student's educational needs. The student must be <u>enrolled</u> in an approved related CTE program for at least 120 hours per year (7,200 minutes) and must attend this class for a minimum of one hour (40 to 60 minute) per week.

For State Aid Added Cost reimbursement purposes, if a student is
1.   Enrolled in an approved CTE program for the minimum hours/minutes required for the program and
2.   Is concurrently employed in a Co-Op program related to the approved CTE program in which they are enrolled for an average of not fewer than 15 hours per week during the effective times of the pupil's training agreement;
then, the student can be listed as enrolled in the program and is counted as eligible for State Aid Added cost program reimbursement and the student can also be counted toward the calculation of Co-Op Coordination.

However, if the student is:
1.   Enrolled in an approved CTE program for <u>less than</u> the minimum hours/minutes required for the program and
2.   Is concurrently employed in a related Co-Op program for an average of not fewer than 15 hours per week during the effective times of the pupil's training agreement,
then, the student cannot be listed as enrolled in the program or counted as eligible for State Aid Added cost program

reimbursement. However, the student can be counted toward the calculation of Co-Op Coordination.

For further information contact a MDCD-OCTP consultant.

Common Entry Errors: **Student is not enrolled in an <u>approved</u> CTE program. Student has never been enrolled in an approved CTE program, yet is listed as in Co-Op. Co-Op does not relate to the student's CTE program of study.**

Programming Edits: **Each Co-Op coordinator can have only one section number for his/her coordination activities in one occupational field within a beginning month.**

Report name in which this field can be found/or is used:

Table name in which this field can be found: tblClass

Table Field Name: VCIK_WLC

Field Length: 1

Field Type: Alphabetic

Comparable MEIS-SRSD field: Field 64: Related Work Study (reporting of Co-Op only)

Field CS-38: Area Program

Submission Date: **Fall, Spring, and EOY**

Data Entry: **Automatic for approved PSNs, for informational purposes only.**

Code/Format: **√ - Yes**
                                Blank – No

Definition: **√ - The program serves students from more than one school district and operates from a designated area center facility (building) or consortium. Designation as a CTE area program requires Michigan Department of Career Development's approval. Refer to appendix G.**

                                Blank – This course section is not an area program.

Common Entry Errors:

Programming Edits: **OCTP approved**

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**   tblClass

Table Field Name: VCI_AreaProgram

Field Length: 1

Field Type: Alphanumeric

Comparable MEIS-SRSD field: None

Field CS-39: Session

Submission Date: **NA**

Data Entry: **Required if optional Progress Feature-Attn Tracking is activated. B**

                                  Used primarily used for area centers for attendance purposes.

Code/Format: **User-Defined**
                                  (e.g. a-morning, p-afternoon, b-both)

Definition: **Designates the time of day course section meets.**

Common Entry Errors:

Programming Edits: **Will not allow record to be saved if blank.**

Report name in which this field can be found/or is used: Session Attendance Report

                                  Attendance Journal

Table name in which this field can be found: tblClass

Table Field Name: VCIK_Session

Field Length: 1

Field Type: Alphanumeric

Comparable MEIS-SRSD field: None

Field CS-40: Grades Tracking

Submission Date: **NA**

Data Entry: **Only available when optional CTEIS Progress Component:
                                    Grades is activated. (To activate it go to the main CTEIS
                                    menu and click System Configuration and click the "file" tab
                                    and under Components select the components you want.**

Code/Format: **Dimmed = Progress Feature not activated.
                                    √ = Grade Tracking
                                    Blank = No Grade Tracking**

Definition: **√ = Grades can be tracked for students in this course section.**

                                    **Grayed – The program no longer has a CIP/PSN and will not
                                    be included in the 4483 report.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**   tblClass

Table Field Name: VCI_GradeTracking

Field Length: 1

Field Type: Check Box

Comparable MEIS-SRSD field: None

Field CS-41: Attn Tracking (Attendance)

(Previously Progress Tracking)

Submission Date: NA

Data Entry: Only available when optional CTEIS Progress Component: Attention Tracking is activated. (To activate it go to the main CTEIS menu and click System Configuration and click the "file" tab and under Components select the components you want.

Code/Format: Dimmed = Progress Feature not activated.
√ = Attendance Tracking
Blank = No Attendance Tracking

Default - Blank

Definition: √ = Attendance can be tracked for students in this course section.

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used:

Table name in which this field can be found: tblClass

Table Field Name: VCI_AttnTracking

Field Length: 1

Field Type: Check Box

Comparable MEIS-SRSD field: None

Field CS-42: Task Achv Tracking

Submission Date: NA

Data Entry: **Only available when optional CTEIS Progress Component: Task Achievement is activated. (To activate it go to the main CTEIS menu and click System Configuration and click the "file" tab and under Components select the components you want**

Code/Format: **Dimmed = Progress Feature not activated.**
√ = Task Achievement tracking
Blank = No Task Achievement tracking

Default - Blank

Definition: **Task achievement tracking of student's performance in job/title/competency/task by CIP code program/course**

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used: Progress reports as designed by user:
                                                                        Composite
                                                                        Portfolio

Table name in which this field can be found: tblClass

Table Field Name: VCI_TaskAchvTracking

Field Length: 1

Field Type: Check Box

Comparable MEIS-SRSD field: None

Field CS-43: Curriculum

Submission Date: **NA**

Data Entry: **Automatic if Field CS-42 Task Achv is checked**

Code/Format: **CIP/Course Number, can be modified.**

Definition: **M**odel curriculum to be used to follow task achievement for students enrolled in this course section.**

            (e.g. 51.9999/51 designates a contract service in Health, however, user prefers it to reflect the course number of instructional activities so user changes course number to 51.9999/02)

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used:

Table name in which this field can be found: tblClass

Table Field Name: VCI_Curriculum

Field Length: 10

Field Type: Numeric

Comparable MEIS-SRSD field: None

Field CS-44: RPT 4483 Series

(Refers to 4483-A and 4483-D Reports)

Submission Date: **Fall and Spring**

Data Entry: **Automatic if a state approved CTE program, but can be modified.**

Code/Format: **√-Yes**
                              Blank-No

                              Default = √ -"Yes", if state approved.

Definition: **Answers the question: Should this course section data be included in the Spring or Fall CTE Enrollment Report (4483A or 4483D)**

                              √-Yes. And the course section enrollment data is to be included in the 4483 reports. This program course has a state approved CIP/PSN for the current reporting year.

                              Blank-No. The course section enrollment data will NOT be included in either of the 4483 reports.

                              Note: This field directly impacts Added Cost Funding. *If this box is unchecked by user, this course will not be eligible for Added Cost funding.*

Common Entry Errors: **Box is incorrectly marked.**

Programming Edits:

Report name in which this field can be found/or is used: Fall and Spring Enrollment Reports (4483)

                              Carl D. Perkins and Technical Education Act of 1998, Consolidated Annual Performance Report

                              Added Cost Funding (X0107)

Table name in which this field can be found: tblClass

Table Field Name: VCI_RPT4483

Field Length: 1

Field Type: Check Box

Comparable MEIS-SRSD field: None

Field CS-45: RPT 4301

Submission Date: **EOY**

Data Entry: **Automatic if Field CS-44: RPT 4483 Series is checked, but can be modified.**

Code/Format: **√-Yes**
                                  Blank-No

                                  Default = √-Yes, if 4483 series is checked the 4301 is checked and cannot be changed.

Definition: **Answers the question:**
                                  Should this section be included in End of Year Enrollment and Termination Report (4301)?

                                  √-Yes. The course section data is to be included in the 4301 report. This program course has a valid CIP/PSN for the current reporting year.

                                  Blank-No. The course section data is NOT to be included in the 4301 report.

                                  Note: For Less Than Class Sections (course numbers 51-99) may be temporarily reported with (PSNs beginning with "9".) The field is set to "No" until this program is officially approved.

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used: Enrollment and Termination Report (4301)

                                  Carl D. Perkins and Technical Education Act of 1998, Consolidated Annual Performance Report

Table name in which this field can be found: tblClass

Table Field Name: VCI_RPT4301

Field Length: 1

Field Type: Check Box

Comparable MEIS-SRSD field: None

Field CS-46: RPT Follow-up

Submission Date: **Annual Follow-Up of CTE Program Completers (following year)**

Data Entry: **Automatic if Field CS-45: RPT 4301 is checked, but can be modified.**

Code/Format: **√-Yes**
                              Blank-No

                              Default = √-Yes is 4483 and 4301 series is checked.

Definition: **Answers the question:**
                              Should this section's data be included in any local Follow-Up Report?

                              √-Yes. The course section data is to be included in Follow-Up Report of CTE Program Completers. This program course has a valid CIP/PSN for the current reporting year.

                              Used specifically for local purposes. Is automatically checked of the 4301 (Field 47: Rpt 4301) is checked yes.

                              Blank-No. The course section data is NOT to be included in Follow-Up of CTE Program Completers.

                              Note: This field does not impact student data used for the State MDCD-OCTP Annual Follow-Up of CTE Program Completers.

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used:

                              Carl D. Perkins and Technical Education Act of 1998, Consolidated Annual Performance Report

                              Annual Follow-Up of CTE Program Completers

Table name in which this field can be found: tblClass

Table Field Name: VCI_RPT_FUP

Field Length: 1

Field Type: Check Box

Comparable MEIS-SRSD field: None